



In this issue:

1. [Experienced Lawyers](#)
2. [Closing Files](#)
3. [Inactive Trust Balances](#)
4. [Law Firm Leadership CLE](#)
5. [Acrobat for Lawyers](#)

1. Experienced Lawyers

As members of the Baby Boomer generation increasingly become eligible for age-related discounts, it is prudent for law firms to consider how best to maximize the experience and talents of their "greying lawyers" while also preparing for their eventual exodus from practice. The following articles raise some interesting questions and may provide some guidance in addressing these in your firm:

- [Graying Lawyers Represent Pool of Experience, Ethical Dilemma](#)
- [Planning Ahead for Partner Retirement](#)
- [Retirement as a Career/Life Development Stage: A Renewal Process](#)
- [Preparing To Say Goodbye To The Baby Boomers](#)

2. Closing Files

In his recent article [Closing Files, Destroying Files and Making Money](#), Jim Calloway recalls the following conversation from early in his legal career:

When I was a young lawyer starting my own practice, a more experienced lawyer asked me if I was making any money. I responded that I had opened five new files the previous week. "Son," he replied, "you don't make money opening files. You make money closing files."

In the article, Calloway goes on to suggest practical strategies for closing, storing and destroying files. For a review of file closing procedures in Manitoba, take a look at the Law Society Practice Direction [91-01](#), *Destruction of Closed Files*.

3. Inactive Trust Balances

A periodic review of client balances remaining in your firm's trust account will ensure that you are not maintaining old trust money long after the matters have been completed. Keeping your old balances to a minimum will assist you in meeting your obligations with respect to trust money and also reduce the time and difficulties in dealing with these amounts long after a file has been closed and the client has since moved. For more information refer to:

- [Section 51](#) of *The Legal Profession Act*
- [Chapter 8, Note 3](#) of the Code of Professional Conduct
- [Dealing with Inactive Accounts](#), Communiqué, January 2003

4. Law Firm Leadership CLE

Law firm managers will be interested in an upcoming leadership-focused CLE program from the CBA. The 3rd annual National Conference on Law Firm Leadership, [*Tools for the Successful Canadian Law Firm*](#) will be held in Montreal on October 14-16, 2007. Topics include addressing and avoiding conflicts, technology in law firms and dealing with the media.

5. Acrobat for Lawyers

Adobe's free Acrobat Reader is the software most of us turn to in opening PDF documents. If you are considering the costs and benefits of purchasing the more comprehensive Acrobat Professional for use in your practice, take a look at these websites:

- [Acrobat for Legal Professionals](#)
- [Scanning and OCR \(Optical Character Recognition\)](#)
- [PDF for Lawyers](#)

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